



## SUBDIVISION REVIEW: Amendment

Please return to: City of Charlottesville  
Department of Neighborhood Development Services  
P. O. Box 911, City Hall  
Charlottesville, VA 22902  
Telephone: (434) 970-3182 Fax: (434) 970-3359

**This form is for the amendment of an approved, but unrecorded subdivision plat.  
Please submit ten (10) paper copies of the plat at the time of application.  
For both major and minor subdivisions, please include \$100 administrative fee, plus \$5 per lot affected by the amendment. Checks payable to the City of Charlottesville. All petitioners must pay the cost of the required newspaper notice. Petitioners will receive an invoice for these notices, and approval is not final until the invoice has been paid.**

### Applicant Contact Information

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Street Address/Location of Subdivision \_\_\_\_\_

Number of lots \_\_\_\_\_ Tax Map & Parcel No. \_\_\_\_\_

---

### For Office Use Only

Planner \_\_\_\_\_

Project Title \_\_\_\_\_

Date Received \_\_\_\_\_

Revision/Amendment Dated: \_\_\_\_\_

---

Please review and send your comments to Planner by: \_\_\_\_\_

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Engineering Division | <input type="checkbox"/> Police       |
| <input type="checkbox"/> Traffic Engineer     | <input type="checkbox"/> Fire Marshal |
| <input type="checkbox"/> Building Official    | <input type="checkbox"/> Utilities    |
| <input type="checkbox"/> ADA Compliance       | <input type="checkbox"/> Gas          |
| <input type="checkbox"/> Neighborhood Planner |                                       |

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Fee: \_\_\_\_\_

Cash/Check # \_\_\_\_\_